

# State Grants through the Department of Historic Resources

## *Facts about Grants for Historic Preservation from the Commonwealth*

Nonprofit organizations and local governments interested in seeking historic preservation funds from the General Assembly under Section 10.1-2213 of the *Code of Virginia* should know the following:

- An **application form** should be submitted to the Department of Historic Resources by July 1 \*\*, preceding an even-year session of the General Assembly. The application form follows on the next page. For additional copies of the application form or to discuss the application process please contact Ann Andrus at 804-367-2323, ext. 133 or by e-mail at [ann.andrus@dhr.virginia.gov](mailto:ann.andrus@dhr.virginia.gov).
- **\*\*Please note that the due date for applications has been changed.** Grant applications were previously due by the date that the General Assembly convenes. Applicants missing the July 1 deadline can still work with legislators to introduce budget amendments at the legislative session.
- Funds will not be appropriated unless a **member of the General Assembly introduces a budget amendment at a session of the General Assembly**. Organizations seeking grants are responsible for lining up this legislative support. You may want to provide a copy of your completed grant application to your legislators for information about your request.
- **Grant awards require a matching share at least equal to the amount of the grant.** Matching share can be made up of in-kind services and donated goods as well as cash from non-State sources. The matching share must be from the same time period as that of the grant.
- Organizations receiving grants in excess of \$10,000 **must follow state procurement regulations** when procuring construction services or design services for construction.
- Organizations receiving \$50,000 or more under this program within a four-year period for rehabilitation work on a historic resource **must donate a perpetual preservation easement on the resource**. The easement is donated to the Commonwealth through the Department's Board of Historic Resources.
- Historic **buildings eligible** for grant assistance are those that are **listed in or found eligible for listing in the Virginia Landmarks Register**. Contact the DHR regional office in your area for information about register listings or the process of having a property's eligibility for the register considered through the Preliminary Information Form process.
- Properties **NOT eligible** for the rehabilitation/restoration grants under this program **are those owned by private individuals, religious institutions and private institutions of higher education**.
- **Work done** under rehabilitation/restoration grants **must be consistent with the Secretary of the Interior's Standards for Rehabilitation** and **plans and specifications for that work must be approved by DHR prior to execution**.



## Commonwealth of Virginia

### APPLICATION FOR HISTORIC PRESERVATION FUNDS

1. **Name of property:** \_\_\_\_\_
2. **Name of applicant organization:** \_\_\_\_\_
3. **Is this a *non-profit* organization?** Yes \_\_\_\_\_ No \_\_\_\_\_  
**What is your *taxpayer identification number*?** \_\_\_\_\_

If the applicant organization is a non-profit organization, PLEASE ATTACH a copy of your notice from the U.S. Internal Revenue Service granting an exemption from federal income taxation pursuant to Section 501(c)(3) of the U.S. Internal Revenue Code. Other documentation of non-profit status may be used if the notice of exemption under Section 501(c)(3) is not available.

4. **This organization is a** (please CHECK ALL that apply):
  - a. \_\_\_\_\_ church
  - b. \_\_\_\_\_ other religious organization
  - c. \_\_\_\_\_ private elementary or secondary school
  - d. \_\_\_\_\_ local historical society, foundation, association
  - e. \_\_\_\_\_ museum
  - f. \_\_\_\_\_ local government unit
  - g. \_\_\_\_\_ other (please describe): \_\_\_\_\_
5. **Project contact:** **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone (daytime):** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_
6. **City or county in which the property is located:** \_\_\_\_\_
7. **Amount of funding** being sought from the Commonwealth of Virginia with this application:  
\$ \_\_\_\_\_

8. How will the funds being requested with this application, as shown in item 7, be spent if appropriated? Please provide a *project budget* by listing the work items and the costs for which the grant will be used.

9. If the grant being requested will fund only a portion of a larger or multi-phased preservation project, please give the budget for the larger project in as much detail as possible; show all sources of funds, past and present, as appropriate.

Non-state  
Sources\*

Commonwealth  
of Virginia\*\*

TOTAL PROJECT  
(Column 1 + Column 2)

\*Should equal amounts identified in *item 11*.

\*\*Should equal amounts identified in *items 7 and 12*.

10. Please *describe* the larger or multi-phased project and explain the *importance* of the portion of work for which these grant funds are being sought.

*Please attach additional pages if needed for items 8, 9, and 10.*

**11. Recognizing the importance of local efforts and interest in historic preservation**

Projects, existing state legislation requires that applicants for capital outlay funds provide a matching share from non-state sources *at least equal to the amount of the request* made of the Commonwealth (shown in item 7). Please list the amount and the sources of non-state funds or in-kind goods or services that are or will be available for this project. (For in-kind goods or services, give estimated value.)

Amount: \$ \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Description: \_\_\_\_\_  
(i.e. cash, building supplies, labor, etc.)

Description: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Date available: \_\_\_\_\_ Date available: \_\_\_\_\_

Amount used to date: \_\_\_\_\_ Amount used to date: \_\_\_\_\_

**12. Have any *previous grants from the Commonwealth of Virginia* been provided for this project?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the amount awarded and the fiscal year or biennium when awarded.

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

**13. Were your budget estimates prepared by a qualified architect or contractor?**

Yes \_\_\_\_\_

No \_\_\_\_\_

If so, please provide the following information:

Name of estimator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Profession: \_\_\_\_\_

*Please use pages 5-6 if additional space is needed for items 11, 12, and 13.*

**14. The property for which funds are requested is listed in the Virginia Landmarks Register, either individually or as part of a historic district that is listed in the Virginia Landmarks Register.** \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of registered property: \_\_\_\_\_

Name of registered historic district: \_\_\_\_\_

**§ 10.1-2213 of the *Code of Virginia* describes the requirements associated with the historic preservation grant funds from the Commonwealth. A copy of that section of the Code is shown below. Please read it carefully so that you fully understand what will be expected of you should the grant funds be appropriated.**

§ 10.1-2213. Procedure for appropriation of state funds for historic preservation.

A. No state funds, other than for the maintenance and operation of those facilities specified in § 10.1-2211 or 10.1-2212 and for the purchase of property for preservation of historical resources by the Virginia Land Conservation Foundation as provided in Chapter 10.2 (§ 10.1-1017 et seq.) of this title, shall be appropriated or expended for or to historical societies, museums, foundations, associations, or local governments as set forth in the general appropriations act for the maintenance of collections and exhibits or for the maintenance, operation, and interpretation of sites and facilities owned by historical organizations unless:

1. A request and completed application for state aid is filed by the organization with the Department, on forms prescribed by the Department, on or before July 1 prior to each regular session of the General Assembly in an even-numbered year. Requests shall be considered by the Governor and the General Assembly only in even-numbered years. The Department shall review each application made by an organization for state aid prior to consideration by the General Assembly. The Department shall provide a timely review of any amendments proposed by members of the General Assembly to the chairmen of the House Appropriations and Senate Finance Committees. The review shall examine the merits of each request, including data showing the percentage of nonstate funds raised by the organization for the proposed project. The review and analysis provided by the Department shall be strictly advisory. The Department shall forward to the Department of Planning and Budget any application that is not for the maintenance of collections and exhibits or for the maintenance, operation, and interpretation of sites and facilities owned by historical organizations. Such applications shall be governed by the procedures identified in § 2.2-1505.
2. Such organization shall certify to the satisfaction of the Department that matching funds from local or private sources are available in an amount at least equal to the amount of the request in cash or in kind contributions which are deemed acceptable to the Department. These matching funds must be concurrent with the project for which the state grant is requested. Contributions received and spent prior to the state grant shall not be considered in satisfying the requirements of this subdivision.
3. Such organization shall provide documentation of its tax exempt status under § 501 (c) (3) of the United States Internal Revenue Code.
4. Such organization shall certify that the applicant has read and acknowledged all information and requirements regarding how the grants will be administered and how funds will be disbursed.
5. Such organization shall state in its application the purpose of the grant. The grant recipient must justify and request in writing approval by the Department for changes in the scope of the project prior to implementing those changes. If grant funds are used for something other than the purpose for which they were requested without prior review and approval by the Department, then all state funds must be returned.
6. Such organization shall submit documentation on match funding and approved expenditures shall be submitted with all requests for disbursement.
7. Such organization shall provide progress reports as prescribed by the Department. At a minimum such reports shall be submitted with reimbursement requests and a final report at the conclusion of the project.
8. Such organization receiving the state grant shall comply with applicable state procurement requirements pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.).
9. In the case of new construction or ground disturbing activities funded by grants, the organization shall afford the Department an opportunity to review the potential impact on any historic resources. Such review shall be provided by the Department within 15 days of receipt of completed information.

10. For all grants for capital projects, whether for new construction, rehabilitation, or restoration, funds shall be disbursed only as reimbursement for approved activities.

For the purposes of this section, no grant shall be approved for private institutions of higher education or religious organizations.

B. In addition to the requirements of subsection A of this section, no state funds other than for those facilities specified in § 10.1-2211 or 10.1-2212 shall be appropriated or expended for the renovation or reconstruction of any historic site as set forth in § 2.2-1505 unless:

1. The property is designated as a historic landmark by the Board and is located on the register prepared by the Department pursuant to § 10.1-2202 or has been declared eligible by the Board for such designation but has not actually been placed on the register of buildings and sites provided for in § 10.1-2202;
2. The society, museum, foundation, or association owning such property enters into an agreement with the Department that the property will be open to the public for at least 100 days per year for no less than five years following completion, renovation, or reconstruction;
3. The organization submits the plans and specifications of the project to the Department for review and approval to ensure that the project meets generally accepted standards for historic preservation; and
4. The organization owning the property grants to the Commonwealth a perpetual easement placing restrictions on the use or development of the property satisfactory to the Board, if the organization has received \$50,000 or more within a four-year period pursuant to this section. The easement shall be for the purpose of preserving those features of the property which led to its designation as a historic landmark.

Nothing contained in this subsection shall prohibit any organization from charging a reasonable admission fee during the five-year period required in subdivision 2 herein if the fee is comparable to fees charged at similar facilities in the area.

C. The Department shall be responsible for the administration of this section and §§ 10.1-2211 and 10.1-2212 and the disbursement of all funds appropriated thereto.

State funds appropriated for the operation of historical societies, museums, foundations and associations shall be expended for historical facilities, reenactments, meetings, conferences, tours, seminars, or other general operating expenses as may be specified in the general appropriations act. Funds appropriated for these purposes shall be distributed annually to the treasurers of any such organizations. The appropriations act shall clearly designate that all such funds are to be used for the operating expenses of such organization.

**15. STATEMENT OF CERTIFICATION:**

**On behalf of the applicant organization, I certify that this organization is eligible to apply for historic preservation funds, as described in Section 10.1-2213 (see attached) of the Code of Virginia, for the project described in this application.**

**I further certify that, to the best of my knowledge, the information provided by the applicant in this application is true and complete.**

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Signature

Date

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Name typewritten or printed

## **Supporting Documentation**

If there is any *additional information* which you wish the Department of Historic Resources and the General Assembly to have for consideration in support of this application, please use pages 5-6.

If *feasibility studies, preliminary or working drawings, and/or specifications* have been prepared for this project, please enclose a copy of each available document.

Please enclose one or more 35mm *slides or photographs* which illustrate the problems or areas for which the State funds are being requested. Please provide a *descriptive caption* for each slide or photograph.

**Applications, supporting documents, and slides or photographs should be sent to:**

**Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221  
Attention: State Grants Coordinator**

If there are questions concerning this application, please telephone the Department of Historic Resources at (804) 367-2323, ext. 133.

Use this space for additional information or make attachments, as necessary: